



May 6, 2004

OKLAHOMA BULLETIN NO. OK230-4-7

SUBJECT: EOP – Sex Discrimination and Sexual Harassment

Purpose: To inform all Oklahoma NRCS employees of policies on Sex Discrimination and Sexual Harassment.

Expiration Date: September 30, 2004

The USDA – NRCS's policies for preventing sex discrimination and sexual harassment are located in General Manual (GM) Title 230, Part 401, Equal Opportunity, Subparts B and C, Guidelines on Preventing Sex Discrimination, and Preventing and Eliminating Sexual Harassment, respectively.

General Manual Title 230, Part 401, Equal Opportunity, Subpart B, Guidelines on Preventing Sex Discrimination, outlines responsibilities and expectations of managers and supervisors. This policy applies to applicants, permanent, and part-time employees, as well as volunteers. The website for this policy is located at the following address:

http://policy.nrcs.usda.gov/scripts/lpsiis.dll/GM/GM_230_401_b.htm.

General Manual Title 230, Part 401, Equal Opportunity, Subpart C, Preventing and Eliminating Sexual Harassment, holistically applies to all NRCS employees and others conducting business with NRCS. This policy is located at the following website:

http://policy.nrcs.usda.gov/scripts/lpsiis.dll/GM/GM_230_401_c.htm.

Sex discrimination and sexual harassment will not be tolerated in any form. All reports of inappropriate behavior will be examined immediately and resolved swiftly, consistently, and fairly. Individuals wishing to file a sex discrimination or sexual harassment complaint should not be dissuaded in any way. Any NRCS employee found in violation of NRCS policies will be subject to strict disciplinary action.

Questions regarding these policies, or your roles and responsibilities as an employee should be directed to your immediate supervisor. Please go to the Oklahoma NRCS website, Civil Rights Advisory Committee, "Required Posters for Offices," to print off this policy.

/s/ - (Eddie L. Kephart – Acting For)

M. DARREL DOMINICK
State Conservationist

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